



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
BURTON M. CROSS BUILDING, 4TH FLOOR
9 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0009

PAUL R. LEPAGE
GOVERNOR

ALEC PORTEOUS
ACTING COMMISSIONER

KEVIN M. SCHEIRER
DIRECTOR

RE: Work Center Application / Recertification

The State of Maine, Division of Procurement Services, is in the process of recertifying the current Work Centers for the State of Maine. Only businesses that have completed the four page application and have received approval from the Director, Division of Procurement Services, will be on the Certified Work Center List beginning February 1, 2018. To qualify as a Work Center and be eligible to bid on products and services purchased by the State of Maine that are set-aside exclusively for Work Centers on February 1, 2018, the attached new revised application form must be completed and received by 4:00 pm, Thursday, December 28, 2017. The Division of Procurement Services will continue to accept applications at any time however applications received after that date cannot be guaranteed to be reviewed by February 1, 2018. Incomplete or inaccurate applications will be disqualified. If there are questions about the information provided on the application there may be follow-up correspondence or on-site visits to verify the validity of the information provided which could extend the review process past the February 1, 2018 date.

Your business will receive an email notification of the result of your application's review after the review process has been completed.

Completed forms may be emailed to: wje.allen@maine.gov

Or mailed to:

Bureau of Business Management – Division of Procurement Services
State of Maine – Department of Administrative and Financial Services
Attn: Bill Allen
9 State House Station
Augusta, ME 04330

Moving forward the State of Maine, Division of Procurement Services will require Work Centers to be recertified by January 2 of the even years (2020, 2022, 2024...).